

June 29, 2015

Providers of Developmental Disabilities non-specialized services,

You are receiving this letter because you are currently authorized to provide a non-specialized service to persons with developmental disabilities. This is to inform you that your billing process will change July 1, 2015. You will no longer receive an N-Focus Billing Document (DHHS-5N) to be used for submitting your claim for services provided.

Effective with services provided July 1, 2015 and beyond you will use the Record of Services form enclosed with this letter. It is important to note that services provided June 30, 2015 and before will be submitted on the pre-printed billing form you previously received.

The new form is a fillable form and will be available on the DHHS public website at dhhs.ne.gov. You will select Developmental Disabilities at the top of the page. Select "Providers"; select "Non-Specialized Services" and select "Record of Services" form. Additionally, if you do not have internet access you may make copies of the form enclosed or request a copy from the Developmental Disabilities Service Coordinator (DDSC) who is assigned to the individual for whom you provide services.

It is preferred that you use the fillable form that is located online to avoid illegible entries, incorrect billing codes or incorrect billing amount. Billing information submitted that is illegible or incorrect will be returned to you for correction and could result in a delay in payment for services provided. If there is not adequate room to describe the services provided on the form in a given time period you may include an additional sheet of information attached to the form to which it applies.

After completing the Record of Services form and acquiring the required signatures you will submit the form to the DDSC listed at the top of your authorization for services. If you are not aware of the DDSC location, please contact him/her at the phone number provided on the authorization for services.

During the next few months we will transition to an online electronic billing process for non-specialized providers. We are currently using this process for the specialized providers and look forward to bringing the non-specialized providers online as well. You will receive notification when this change will occur and will be given opportunities for training on the new billing process prior to the implementation.

If you have any questions, please contact the DDSC or call 1-877-667-6266.

Attachment: Record of Services-DD 7/2015 and Instructions